

## \*\*\*NOTICE\*\*\*

### \*\*\*NEW REQUIREMENTS AS OF JULY 1, 2012\*\*\*

**The Town of Harpswell will begin to inspect all new structures permitted after July 1, 2012 for compliance with the Maine Uniform Building and Energy Code (MUBEC).**

**The MUBEC is comprised of the following codes and standards:**

- IBC 2009 International Building Code
- IEBC 2009 International Existing Building Code
- IRC 2009 International Residential Code
- IECC 2009 International Energy Conservation Code
- The ASHRAE Standards 62.1, 62.2 and 90.1
- The Maine model radon standard

#### **Inspections:**

Please contact the Code Enforcement Office and allow ample time for inspections, as all applicable standards must be met prior to a Certificate of Occupancy being issued.

Typical building inspections include, but are not limited to:

- Footing/Building Location Inspection: Prior to pouring concrete
- Re-Bar Schedule Inspection: Prior to pouring concrete
- Foundation Inspection: Prior to placing ANY backfill
- Framing/Rough Plumbing/Electrical: Prior to any insulating or drywalling
- Final/Certificate of Occupancy: Prior to any occupancy or use of the structure. A Certificate of Occupancy is not required for all projects. Your inspector can advise you if your project requires a Certificate of Occupancy. **All projects require a final inspection and Certificate of Compliance (with Town land-use requirements), whether or not a Certificate of Occupancy is required.**
- Additional inspections are required in connection with septic system installation. Please contact the Code Enforcement Office with any questions.

#### **Certificate of Occupancy Required:**

For all structures permitted on or after July 1, 2012, the Building Official shall issue a Certificate of Occupancy per MRSA 25 § 2357-A and in accordance with the MUBEC prior to a building or structure being used or occupied and prior to a change in the existing occupancy classification.

#### **Enhanced 9-1-1 Address Required:**

Prior to the issuance of a Certificate of Occupancy, an Enhanced 9-1-1 number must be assigned by the Addressing Officer and displayed in accordance with Harpswell's 911 Enhanced Implementation Ordinance.



**Town of Harpswell  
Code Enforcement Office  
Building Permit/Land Use Permit Application**

Map \_\_\_\_\_ Lot(s) \_\_\_\_\_

(CEO Approval Sticker)

Conditions of Approval / Comments:

(Flood Plain Approval Sticker)

**Application Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Permit Types(s) Requested:**

☐ New Structure    ☐ Addition    ☐ Alteration    ☐ Replacement    ☐ Pier, Dock, Float, Wharf  
☐ Accessory Structure    ☐ Earth Moving/Filling    ☐ Other \_\_\_\_\_

**Applicant Name:**

Telephone Numbers:

Mailing Address: \_\_\_\_\_

Days: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Nights: \_\_\_\_\_

Fax: \_\_\_\_\_

**Owner Name:**

Telephone Numbers:

Mailing Address: \_\_\_\_\_

Days: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Nights: \_\_\_\_\_

Fax: \_\_\_\_\_

**Contractor Name:**

Telephone Numbers:

Mailing Address: \_\_\_\_\_

Days: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Nights: \_\_\_\_\_

Fax: \_\_\_\_\_

**Location or Physical Address of Site:** \_\_\_\_\_

**Estimated Cost**

\$ \_\_\_\_\_

**Proposed  
Property Line Setbacks**

Front \_\_\_\_\_  
Left \_\_\_\_\_  
Right \_\_\_\_\_  
Back \_\_\_\_\_

**Proposed  
Water Setbacks**

Wetland \_\_\_\_\_  
Tidal \_\_\_\_\_  
River \_\_\_\_\_  
Stream \_\_\_\_\_

**Zoning District(s)** Circle all that apply: Interior Shoreland Residential Shoreland Business  
Commercial Fishing I Commercial Fishing II Resource Protection

**Special Flood Hazard Area:** YES NO **Zone** \_\_\_\_\_ **Elevation Above 100 year flood:** YES NO

**Existing Land Use(s)** Circle all that apply: Residential Commercial Institutional

**Proposed Land Use(s)** Circle all that apply: Residential Commercial Institutional

**PROPOSED NEW CONSTRUCTION ACTIVITY:**

**Structure Dimensions:** L \_\_\_\_\_ W \_\_\_\_\_ #Stories \_\_\_\_\_ **Garage s.f.** \_\_\_\_\_

**Basement s.f.** \_\_\_\_\_ **1<sup>st</sup> Story s.f.** \_\_\_\_\_ **2<sup>nd</sup> Story s.f.** \_\_\_\_\_ **Deck/Patio s.f.** \_\_\_\_\_

**Structure Height:** **Present** \_\_\_\_\_ **Proposed** \_\_\_\_\_ **Other s.f.** \_\_\_\_\_

**Number of Bedrooms:** **Present** \_\_\_\_\_ **Proposed** \_\_\_\_\_

**Total Impermeable Coverage\*:** **Present s.f.** \_\_\_\_\_ % \_\_\_\_\_ **Proposed s.f.** \_\_\_\_\_ % \_\_\_\_\_

\*Include all nonvegetated land area: buildings, porches, sheds, driveways, parking areas, patios, etc.

**Type of Water Supply:** ☐ Dug Well ☐ Drilled Well ☐ Community Well Age \_\_\_\_\_ Depth \_\_\_\_\_ Gal/Min \_\_\_\_\_

**Type of Septic System:** ☐ Subsurface ☐ Holding Tank ☐ OBD ☐ Unknown \_\_\_\_\_ Year Installed \_\_\_\_\_ Permit # \_\_\_\_\_

**Section 3. Project Description**

Describe your proposed activity. If applicable describe the type of building, length, width, height, number of stories, and proposed use. **Please include a floor plan.** Be thorough to avoid delays in review of your project.

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**Section 4. Non-conforming Structures**

☐ Check here if not applicable

A. s.f. of portion of the structure which is less than the required setback \_\_\_\_\_

A. c.f. of portion of the structure which is less than the required setback \_\_\_\_\_

B. s.f. of previous expansions of portion of structure which is less than the required setback \_\_\_\_\_

B. c.f. of previous expansions of portion of structure which is less than the required setback \_\_\_\_\_

C. s.f. of proposed expansion of portion of structure which is less than the required setback \_\_\_\_\_

C. c.f. of proposed expansion of portion of structure which is less than the required setback \_\_\_\_\_

D. % increase of s.f. of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase =  $\frac{B+C}{A} \times 100$ )  
A \_\_\_\_\_

D. % increase of c.f. of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase =  $\frac{B+C}{A} \times 100$ )  
A \_\_\_\_\_

**Section 5. Modular and Mobile Homes**

☐ Check here if not applicable

Year Made \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Size \_\_\_\_\_

Serial Number \_\_\_\_\_ HUD Certification Number \_\_\_\_\_

Foundation Type & Size \_\_\_\_\_ Prestressed Concrete Pads Size \_\_\_\_\_

Gravel Pad \_\_\_\_\_ Other \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

<b>Map</b> _____ <b>Lot</b> _____	<b>Address:</b> _____		
<u>Concrete Slab-on-Ground</u> Vapor Retarder, Construction	<u>Date/CEO</u> _____	<u>Date/CEO</u> _____	<u>Interior &amp; Exterior Finish</u> Gypsum Board, Interior Paneling, Exterior Weather Resistant Siding
<u>Decay &amp; Termite Protection</u> Decay & Termite	_____	_____	<u>Roof Covering</u> Shingle/Underlayment, Ventilation, Attic Access
<u>Energy Efficiency</u> Insulation, R-Value, U-Factor, Fenestration	_____	_____	<u>Roof Framing</u> Construction, Truss & Tie-Down
<u>Floor &amp; Ceiling Framing</u> Spans, Bearings, Cutting, Notching, Headers, Support & Bridging	_____	_____	<u>Safety</u> Light & Ventilation, Glazing, Handrail, Smoke Alarm, Emergency Escape
<u>Footing Environment</u> Environment, Width & Thickness, Placement, Surface & Step	_____	_____	<u>Sheathing</u> Underlayment, Subfloor, Structural Panel Subfloor, Plywood Wall & Roof, Particleboard
<u>Foundation</u> Construction, Thickness, Backfill Height, Drainage, Waterproofing	_____	_____	<u>Wall Framing</u> Bearing Walls, Bracing, Fire-blocking, Headers, Cutting, Notching

### **Plot Plan**

Please be as detailed as possible. Include all present and proposed structures, wells, septic areas, driveways and location of erosion control method. Also include setbacks of structures to each other and lot lines.

**SEE SAMPLE, NEXT PAGE.**

### **OWNER STATEMENT OF ACCURACY AND EROSION CONTROL**

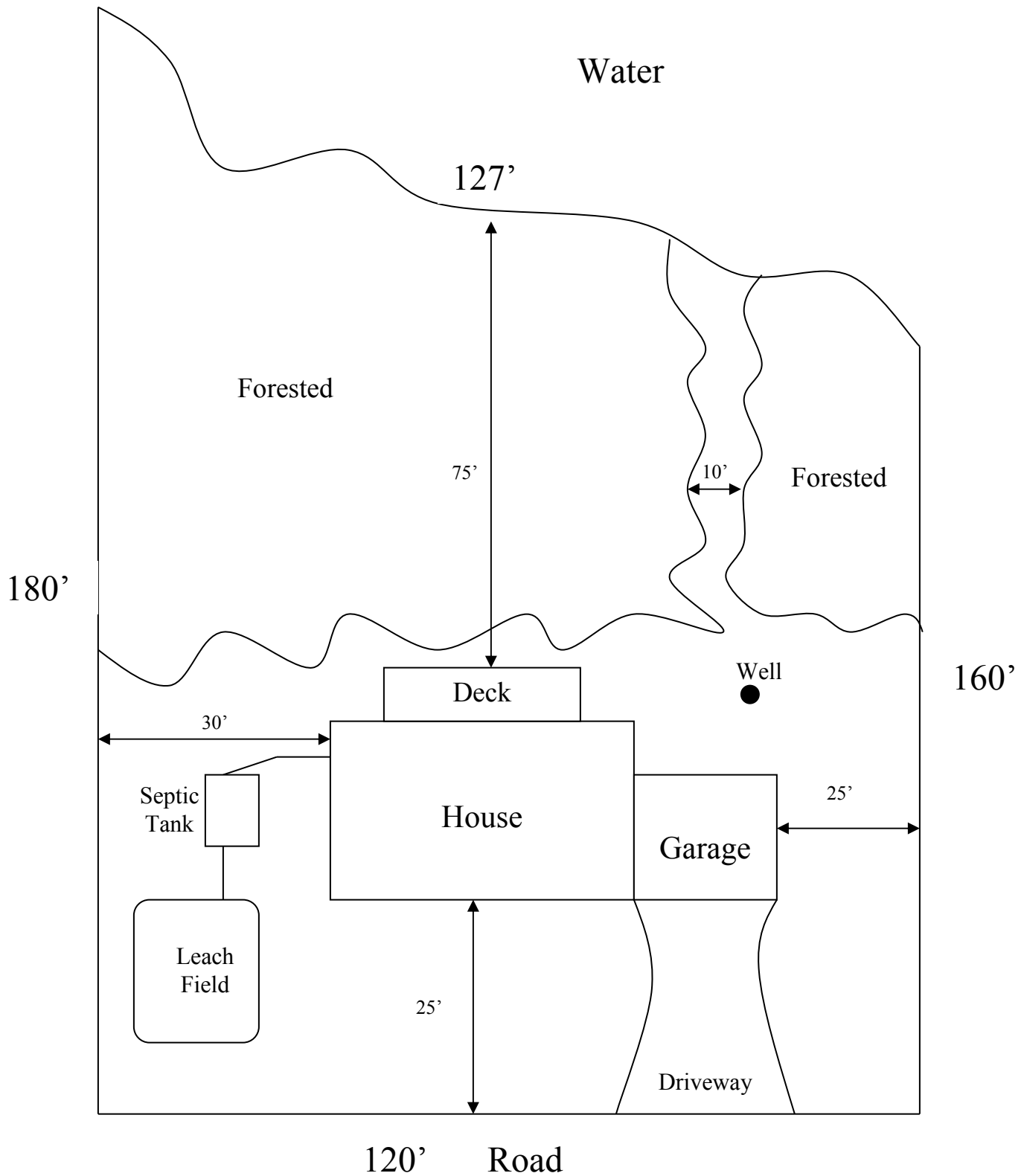
**I hereby attest that the above drawing and dimensions are correct to the best of my knowledge.**

**Before any soil is disturbed, I will properly install and maintain an erosion control barrier. This barrier will be adequate to prevent any soil erosion that may take place due to the construction project. The barrier shall remain in place until construction is complete and any disturbed area is re-vegetated and stabilized.**

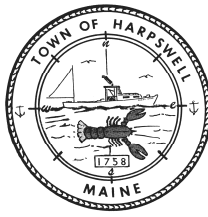
Signature of Applicant \_\_\_\_\_ date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ date \_\_\_\_\_

## Sample Plot Plan



**This sketch is for representational purposes only. Refer to the Town of Harpswell Basic Land Use and Shoreland Zoning Ordinances for setback requirements, etc.**



# ENERGY COMPLIANCE CERTIFICATE

***THIS FORM MUST BE COMPLETED BY THE CONTRACTOR/HOMEOWNER  
AND RETURNED TO THE CODE ENFORCEMENT OFFICE PRIOR TO  
ISSUANCE OF CERTIFICATE OF OCCUPANCY***

	R-Value
CEILING/ROOF	
WALLS	
FOUNDATION (SLAB, BASEMENT WALL, CRAWLSPACE WALL AND/OR FLOOR)	
DUCTS OUTSIDE OF CONDITIONED SPACE	

	U-Factor	SHGC
FENESTRATION (WINDOWS, DOORS)		

	Type	Efficiency
HEATING SYSTEM		
COOLING SYSTEM		
SERVICE WATER HEATING		

	Yes	No
GAS-FIRED UNVENTED ROOM HEATER INSTALLED		
ELECTRIC FURNACE INSTALLED		
BASEBOARD ELECTRIC HEATER INSTALLED		

*Compliance standards set forth by International Energy Code Council (IECC)*